

[Your Full Name]

[Current Executive Title]

[City, State, Zip Code]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title, e.g., Chief Executive Officer]

[Company Name]

[Company Address]

Dear [Mr./Ms./Mx. Surname],

I am writing to formally express my interest in the **[Target Role]** position at [Company Name], as recommended to me by **[Referral Name, Title]**. Having followed [Company Name]'s recent initiatives in [Market/Industry Sector], I am impressed by your organization's commitment to [Specific Company Goal or Value].

With over [Number] years of experience driving [Key Metric, e.g., Revenue Growth/Operational Efficiency] within the [Industry] space, I specialize in navigating complex organizational transformations. In my most recent role as [Current/Previous Title] at [Previous Company], I led a strategic pivot that resulted in a [Percentage/Dollar Amount] increase in [Metric] over [Timeframe]. I am confident that my background in [Core Competency 1] and [Core Competency 2] aligns with the leadership requirements necessary to scale [Company Name]'s [Specific Department or Product Line].

[Referral Name] suggested that my approach to [Specific Professional Philosophy or Strategy] would be particularly relevant given your current focus on [Specific Challenge the Company is Facing]. I have built my career on the ability to bridge the gap between high-level strategy and tactical execution, ensuring sustainable growth and stakeholder alignment.

I would welcome the opportunity to discuss how my leadership trajectory and strategic vision can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]